



Tel. direct:  
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To whom it may concern

In reply please  
refer to: CCB/0003

Your reference:

Geneva, 01 October 2015

**SUBJECT: Bid Ref RFP 2015-DGO/DCO/CCB/0003**

Dear Prospective Bidder:

You are invited to submit a proposal for the above subject RFP for the World Health Organization, WHO, Department of Communications in accordance with the attached documents:

File Name	Description
1 – RFP Cover Letter.pdf	This document
2 – RFP.pdf	Request for Proposals document
3 – RFP Confidentiality.docx	Confidentiality Undertaking
4 – RFP Acknowledgement Form.docx	Acknowledgment Form
5 – RFP Acceptance Form.docx	Acceptance Form
6 – RFP Proposal Completeness Form.docx	Proposal Completeness Form
7 – RFP Questions from Bidders.xls	Questions from Bidders
8 – RFP DOI Form.docx	Declaration of Interests Form for WHO Experts
Annex 1 – SPICE questions.pdf	SPICE questions
Annex 2 – Guideline Scoping Paper.pdf	Guideline scoping paper (to be sent to you; see below)
Annex 3 – Sample Search Strategy.pdf	Sample Search Strategy
Annex 4 – Literature Review.pdf	Evidence Aid Flash Review (to be sent to you; see below)

**TIMELINE**

1) **No later than 06 October 2015**, the bidder shall complete and return by email to WHO:

- The enclosed 4 – *RFP Acknowledgement.docx* form signed and scanned as confirmation of the bidder's intention to submit a *bona fide* proposal and designate its representative to whom communications may be directed, including any addenda; and
- The enclosed 3 – *RFP Confidentiality.docx* form signed and scanned.

- E-mail for submissions of acknowledgement and confidentiality forms:  
**communicationstraining@who.int (use subject: CCB/0003)**

- In return to your submission, you will receive by e-mail the following, additional documents:
  - **Annex 2:** Guideline Scoping Paper
  - **Annex 4:** Evidence Aid flash review

2) A prospective bidder requiring any clarification on technical, contractual or commercial matters may notify WHO via email and using the enclosed *7 – RFP Questions from Bidders.xls* at the following address **no later than 09 October 2015.**

- Email for submissions of all queries: **communicationstraining@who.int** (use **subject: CCB/0003**)

The WHO Team will respond in writing to any request for clarification of the RFP. A consolidated document of WHO's response to all questions (including an explanation of the query but without identifying the source of enquiry) will be sent to all prospective bidders who have returned the Acknowledgement form and will be uploaded onto the UN Global Market Place website. Questions are to be submitted in the format "Paragraph Number - Question."

### **3) Proposals must be submitted to**

- **communicationstraining@who.int** (use **subject: CCB/0003**)

**no later than 15 October 2015, 18:00 hours, Geneva time.**

6) Evaluation of proposals and selection of (a) service provider(s) will be performed in accordance with the Request for Proposal (RFP).